



**PARKS & RECREATION ADVISORY COMMISSION
MINUTES
January 6, 2005**

Attendees:

Parks and Recreation Advisory Commission Members

		Committee Membership
Dennis Harding, Vice Chair	Dale District	Budget Committee Athletics Committee Budget
Bob Terrell	Dale District	Chair, Athletics Activities Future Visions
Jack Griffin	Bermuda District	Future Visions Committee
Tim Mick	Bermuda District	Chair, Budget Committee Athletics Activities
Frank McDavid	Clover Hill District	Chair, Greenways Advocacy
Ron Maxey	Midlothian District	Chair, Future Visions Greenways Advocacy
Tim Russell	Matoaca District	Greenways Advocacy Budget, Athletics Activities
Earl Gee	Matoaca District	Budget, Future Visions

Absent:

Hadi YazdanPanah	Midlothian District	Athletics Activities, Future Visions, Greenways Advocacy
Lynn Crump, Chair	School Board	Future Visions Committee Greenway Advocacy
Terry Minor	Clover Hill District	Budget, Athletics Activities

Parks and Recreation Staff

Mike Golden, Director * Budget Committee Liaison
 Lynell McClinton, Chief of Finance * Budget Committee Liaison
 Phil Innis, Assistant Director * Athletics Activities and Future Visions Liaison
 Bruce Dove, Assistant Director * Future Visions Committee Liaison
 Mark Askin, Chief of Parks
 Stuart Connock, Jr., Chief of Parks Design and Construction
 Jennifer Wampler, Planner, * Greenways Advocacy Committee Liaison
 Bill Carlson, Athletics Manager * Athletics Activities Liaison
 Rebecca Parker, Secretary

2004 Standing Committees

Budget	Future Visions	Athletics Activities	Greenway Advocacy
Tim Mick, Chair	Ron Maxey, Chair	Bob Terrell, Chair	Frank McDavid, Chair
Terry Minor	Bob Terrell	Terry Minor	Ron Maxey
Dennis Harding	Lynn Crump	Dennis Harding	Lynn Crump
Earl Gee	Earl Gee	Tim Russell	Tim Russell
Tim Russell	Hadi YazdanPanah	Tim Mick	Hadi YazdanPanah
	Jack Griffin	Hadi YazdanPanah	

Background Checks Sub-Committee

Tim Mick, Chair
Hadi YazdanPanah
Jack Griffin

Attendees and Citizens to Speak on Unscheduled Matters

Mike Hairfield	CQL – Barrier Crimes
Brenda Winn	GIG - Open House
Wayne Camden and Jennifer Camden	Softball Director to speak about Crenshaw Field #1
Brenda Osby	Chalkley
Greg Curtis	CYSA
Scott Southworth	ASA
Cat Phillips	Chalkley
Sandy Casis	CCL
Mike Paris	Gordon AA
Nancy Cruz	Ettrick Sports Association
Chris Coates	Metro Football
Cathy Kirk	Taskforce for Responsible Growth

I. Vice Chair, Dennis Harding called the meeting to order at 7:00 p.m.

II. Invocation:

Frank McDavid led the invocation for guidance and wisdom to be given to the work of this assembly.

III. Nomination and Election of 2005 Officers

Dennis Harding confirmed a quorum was present to vote. Robert Terrell, Dennis Harding and Terry Minor, members of the Nominating Committee, had met and asked Lynn Crump and Dennis Harding to consider accepting the nomination to their current offices for another year. They both agreed to accept the nomination. Bob Terrell asked if there were any other nominations for Chair and Vice Chair. There were no other nominations. **Bob Terrell made a motion to approve the nomination of**

Lynn Crump as Chair and Dennis Harding as Vice Chair for 2005. Ron Maxey seconded the motion. There was no further discussion and the motion passed with unanimous vote.

IV. Approval of Minutes:

Dennis asked for a brief review of the minutes. Bob Terrell made a motion to approve the minutes as written. Earl Gee asked for further explanation about the easement in the Director's Remarks from December 2. Mike said the conservation easement was held by the County and offered a tax advantage to the seller. There was no further discussion and Frank McDavid seconded the motion. The motion passed with unanimous vote.

V. Changes to Agenda:

Mike Golden requested that Flagpole Maintenance and Field Closings be added to the agenda.

VI. Parks and Recreation Director's Remarks:

Mike Golden advised the Commission that Jennifer Wampler would be leaving the County to join the Virginia Department of Conservation and Recreation as Trails Coordinator. Jennifer's work is excellent and she will be missed. Hopefully, the opportunity will present itself for Jennifer to again work with the County in her new capacity with the state.

Mike noted that the spring-like weather signaled that teams would soon begin to use the fields for practice.

VII. Committee Reports:

Budget Committee:

Tim Mick advised the Committee did not meet, but a concerned citizen contacted him with two issues: 1) The costs associated with full, partial and liability insurance premiums and 2) Equipment expenses for bats, shoulder pads, etc. Tim said that he would like the Budget Committee to explore ways to reduce insurance costs and avoid triple coverage, when possible, and also to investigate further an offer to supply equipment to the leagues for just the cost of shipping and handling. *** Tim Mick asked that the Budget Committee meet before the February 3 PRAC meeting.** Tim Mick volunteered to serve on the 2005 Budget Committee.

Future Visions Committee:

Ron Maxey advised that the Committee did not meet, but announced that the notification requesting nominations for the *2005 Volunteer Hall of Fame* was mailed, with a return deadline of January 31. The list of nominees that meet the criteria will be compiled and discussed. Dennis Harding asked that PRAC members be advised of the nominees. The Board of Supervisors will make the final decision regarding the nominees honored.

*** Ron said the Committee would meet at 6:00 p.m., on February 3, to discuss the list of nominees.**

The Procedure is as follows:

2005 Hall of Fame Monument Nominations

Information is on the Parks and Recreation Website and letters of notification about the nomination have been sent out. Applications are being accepted through January 31.

- Nominations will be solicited and accepted through January 2005.
- The public will be notified about the nomination process and information placed in the next Parks and Recreation publication - to be distributed the week before Christmas 2004. The information/application will also be placed on the Parks and Recreation website and information will be mailed to the various leagues.
- The Future Visions Committee would review the nominations in January and February and send the final nominations to the Board of Supervisors.
- The group ceremony will be scheduled in the spring of 2005, at a regular Board of Supervisors meeting.
- After the Board of Supervisors' approval and the nomination ceremony, Parks and Recreation will have names inscribed on the monuments.

Athletic Activities Committee:

Update on Survey for Youth Athletics

Bob Terrell said that Dickie King and Kelly Miller were concerned about the decline in youth sports participation in the Dale and Bermuda Districts. To gather more information about what citizens want and to find out if they are willing to volunteer, surveys were distributed at Bellwood, Hopkins, Bensley, Beulah, Falling Creek Elementary and Falling Creek Middle schools. The survey results indicated that 72 % of the 265 respondents are not currently playing sports. Bob asked Phil Innis to discuss the survey results.

Phil Innis advised the survey also indicated an interest in basketball, baseball, soccer, cheerleading, football and martial arts. Phil said the success of the Pilot Program indicated that if a program is up and running, with an established association, the kids are interested in participating.

The Board of Supervisors will address the proposal for additional funding for pilot programs. Previous Committee discussions had included extending the Pilot Program to baseball and softball in the spring, if the Board of Supervisors approved the funding. Phil advised that the Pilot Program leadership consisted of two paid coaches and two volunteer coaches. Kelly Miller and Dickie King provided DIF funds to purchase uniforms and equipment for basketball.

Tim Russell discussed the need for Parks and Recreation to budget part-time staff to help and advise associations, since this was an ongoing issue. Phil said it was not the intention of Parks and Recreation to continue to run the programs, but as Tim indicated, to temporarily assist the associations.

Dennis Harding requested more information about the Pilot Program. Phil said the program consisted of four groups - three teams and an instructional program. One concern is moving quickly enough to begin a baseball softball program. As previously stated, there are two volunteer coaches.

Brenda Osby, with Chalkley Athletic Association, asked if the combining of schools (Hopkins, Beulah, Bellwood, etc.) to form teams had been considered, since this was suggested during the September 20, 2004, meeting to discuss the decline in Dale and Bermuda participation. This could possibly boost participation. Phil Innis agreed that this was discussed and because of the late start and the fact that Bensley had no organization, the Committee concentrated on Bensley and Beulah. Combining teams also becomes a larger league issue, which could require extensive time for meetings to gather their input.

Phil was asked about other barriers to participation the survey had revealed. Of the 260 respondents, the largest groups of respondents indicated the following: 100 said there were no barriers to participation, 33 indicated that fees or costs would prohibit them from participating, 17 indicated that transportation was prohibitive and 19 indicated that the time that programs are offered would be a barrier. Two-thirds indicated they would be willing to volunteer in some capacity. In summary, the largest barriers were costs, and the times programs are offered as well as transportation to the programs.

Cat Phillips, with the Chalkley Athletic Association, pointed out that their association noticed that number of volunteers has increased, but participation has dropped off. Tim Mick pointed out that the Bensley area is an older community with fewer kids; however, revitalization efforts in this community may turn this trend around.

Sandy Casis, vice president of CCL, advised that Bensley did have cheerleading this year.

Procedure for Modification for Cosponsored Participation Reports

Bob Terrell discussed the issue of the some of the leagues failure to provide the necessary information for accurate reporting and facility assignments by Parks and Recreation. Bill Carlson emphasized the importance of this information for requested reports and facility scheduling. Accurate information can also help to chart trends to allow for a proactive response to areas with a decline in sports participation.

The Committee proposal submitted to PRAC is for all co-sponsored leagues to give a mandatory report to PRAC about their organization's activities and concerns and to turn in their rosters at this time. **Bob Terrell made a motion that each co-sponsored group make a report to PRAC, at the designated time (PRAC 2005 Meeting Schedule attached) and turn in their rosters, beginning with spring sports 2005.** Dennis Harding confirmed that if a league does not comply, the issue will be sent to Committee for resolution. Bill said he would send a letter to all the organizations further explaining this request. A timeline example would be to turn in the rosters four weeks from the first game. In spring - soccer, lacrosse, field hockey; in August- baseball; in May- little league. If games are played in March, come to PRAC in April. Bill emphasized that this would concern leagues and not associations. Sandy Casis, vice president of CCL, confirmed that a league representative would still need to report to PRAC even if they had submitted the necessary information. Tim Mick advised that their presentation to PRAC could be very brief. Dennis noted that this would be an advantage to all groups because it would bring together PRAC, the Leagues and Parks and Recreation so that everyone would have correct information. **There was no further discussion and Tim Mick seconded the motion. The motion passed with unanimous vote.**

PARKS & RECREATION ADVISORY COMMISSION MEETING SCHEDULE FOR 2005*

January 6, 2005

February 3, 2005

March 3, 2005

April 7, 2005

May 5, 2005

June 2, 2005 – Meeting is tentatively scheduled

July – No Meeting

August 4, 2005

September 1, 2005

October 6, 2005

November 3, 2005

December 1, 2005

All meetings are scheduled for 7 p.m. at the Central Library Meeting Rooms A & B.

*Committee meetings are scheduled as needed.

Greenways Advocacy Committee

Frank McDavid said because Jennifer Wampler was leaving, the Committee was now in need of a liaison for Parks and Recreation. Frank said there would be one liaison with the American Cancer society and one with Parks and Recreation to simplify communications. He stressed how much he appreciated all Jennifer had accomplished and said she would definitely be missed. He congratulated her on this opportunity to continue her work at the state level. Frank said he would meet with the American Cancer Society in January and the goal was for a decision by May 2005 whether to proceed with the *walk-a-thon*.

Frank said that the Greenways Committee also needed to meet within the next few weeks and address other projects as well as the cooperative American Cancer Society event.

Background Checks Committee

Tim Mick advised that all leagues were notified by letter about the new changes effective January 1, 2005, voted by the Board of Supervisors on December 15. Tim said that all the information including the background check schedule, is on the Parks and Recreation website.

Phil discussed the policy changes concerning barrier crimes. Felony violations involving distribution are permanent barriers to coaching. Felony Possession is a barrier for eight years. Phil said that the new process involves an FBI Background Check. All new coaches must be checked. Existing coaches will be randomly checked beginning in July. Over a three-year period all coaches will be checked. Cards will be active for three years. All old cardholders will receive a letter. The cost of the check is \$26. Phil noted there would be an effort to accommodate the organizations' schedules and locations for fingerprinting coaches.

Mike Hairfield, CQL, noted that as of March 15, fourteen coaches would have cards that are not eligible. If coaching basketball, the Board of Supervisors changed the effective date of this policy to March 15, to accommodate the season and avoid coaching gaps.

Mike Paris, with Gordon Athletic Association, asked about the necessity for background checks for sworn police officers. Bill Carlson advised that the process generates a number that is required to acquire a new card. Phil said that there would be no charge to the County if the applicant already had a background check, but the process must be initiated to find out or to receive a number. Phil said a list of coaches and the expiration of their cards will be on the website.

Dennis Harding commended the Committee members and representatives from Parks and Recreation on their accomplishments with this important new policy to protect the children of the County.

Tim Mick recommended the deactivation of the Committee at this time.

Fingerprinting Process

- As of January 1, 2005, new coaches will be required to be checked. No coaches will be *grandfathered* in so that they can avoid the fingerprinting process.

- For FY'06, beginning on July 1, 2005, 33 % of the coaches in Chesterfield County will be randomly checked.
- The card they receive will be valid for three years. (This would allow the opportunity to purge the list of coaches of the individuals that no longer coach.)
- There will be a notification in the mail when the card expires. Coaches that have been checked will be a matter of public record on the Chesterfield County Parks and Recreation web page. This page will be updated at least monthly with the names of the coaches that have been checked.
- Another 33% will be randomly checked in FY07 and FY08

VIII. Hearing of Citizens on Unscheduled Matters

Wayne Camden, Softball Director, Crenshaw Athletic Association

Mr. Camden spoke about the Association's concerns with the closure of Field #1 at Crenshaw. In the past, soil was added to the field to make it playable. Bruce Dove explained that the soil was washed away each year forming deep gullies making the field unplayable. Bruce advised that Parks would not be able to add soil more than one time each year. The solution is to give this field a permanent fix, and this requires field closure for an extended period and a planning process. Bruce said to renovate this field may require a site plan and the environmental process could take up to 45 days. Fencing would have to be removed and the field re-graded. Doug Salyers measured the grades at this site and there is a serious problem – up to 3' difference. Mark Askin said if the field were built up as needed the dugouts would be buried. Mark explained that the field was originally a Class 3 field, lights were added and it is now a Class 2 field without funding to maintain it as a Class 2.

Bruce asked PRAC to develop a process that would allow the necessary closure of the fields that need renovation. Crenshaw, Harrowgate and Chester Intermediate are also due for renovation.

Jack Griffin agreed with Wayne Camden that the field should only be closed when actually under renovation. Jack said the ordinary maintenance should continue until a plan is developed for this field. The Commission decided to have a special Athletic Activities Committee meeting with Mr. Camden and interested members to discuss this issue in depth and formulate a plan.

Brenda Osby, Chalkley Athletic Association

Ms. Osby asked about the removal of two backstops from the football field near the concession. The Athletics Activities Committee would also address this issue in the meeting to take place tonight.

Brenda Winn, Green Infrastructure Group

Ms. Winn announced the Open House event for the Green Infrastructure Group (GIG), which will take place on January 27, 2005, at 7 p.m., at the Central Library at 9501 Lori Rd. Ms. Winn extended an invitation to the Commission and the assembly. There will be free refreshments. Further details are

available from Heather Barrar, vice chair, at hbarrar@hotmail.com. A speaker will discuss upcoming events such as guided walks through local parks and National Trails Day on June 4.

Cathy Kirk advised Ms. Winn that she would put this information on the Taskforce for Responsible Growth website www.taskforceforresponsiblegrowth.org.

Jennifer Wampler

Dennis Harding, on behalf of the entire Commission, thanked Jennifer Wampler for her wonderful work with the Greenways Committee, County of Chesterfield and PRAC members. He said she would be missed, and wished her the best of luck in her new position. Tim Russell commented on how impressive the depth and extent of her work with trails and Greenways had been.

IX. Old Business:

Bird Complex Re-naming

Phil advised that a meeting would take place in January or February.

X. New Business:

Sports Manual

Content of the Manual:

Bill briefly described changes and planned additions to the 2005 Sports Manual.

- The Background Checks Procedure and Policy was not included in the manual but would be mailed to leagues.
- The Health Department Concession Guidelines are included and the dates for training concession operators will be distributed.
- The *Code of Conduct* was included because it is a good guideline for the leagues to use, although its usage is not mandatory.

Tim Mick noted that a letter would be going out enforcing the existing policy on rosters, after the unanimous vote taken by PRAC tonight concerning reporting by the leagues.

Bill explained Activity Period is determined by many factors including weather, budget, growing season for grass, etc.

Joint Meetings with Neighboring Advisory Commission

Frank McDavid recommended deferring this issue until the February 3 PRAC meeting, when 2005 Committees are formed. Tim Mick and Dennis Harding recommended that Frank lead this issue through Committee.

Tim Mick made a motion to defer the following items until the February 3, PRAC meeting. Frank McDavid seconded the motion. There was no further discussion. The motion passed with unanimous vote.

- Joint Meetings with Neighboring Advisory Commission
- Dutch Gap and Henricus Park Closure Dates for 2005
- New Policy for Use of Fields by Non-Co-sponsored Organizations Such as AAU and Home Schoolers
- Flag Pole Maintenance

XI. Reports:

Construction Status Report

Stuart Connock provided the Construction Status Report and in the interest of time answered questions.

James River Tennis Courts

Stuart advised Ron Maxey that the paperwork is with the Purchasing Department and waiting on re-bid.

Co-sponsored Agreements

Phil Innis advised that all leases were paid early to avoid the 2% penalty.

XII. Public Hearing: None

XIII. Agenda Items for Thursday, February 3, 2005:

- Selection of Standing Committee Members (See Attachment A)
- Flag Pole Maintenance
- New Policy for Use of Fields by Non-Co-sponsored Organizations Such as AAU and Home Schoolers
- Joint Meeting with Neighboring Commissions – to subcommittee
- Dutch Gap and Henricus Park Closure Dates for 2005

Dennis Harding asked for athletic association members present to introduce themselves and thanked them for their interest.

XIV. Meeting adjourned at 9:00 p.m.

Minutes respectfully submitted by Rebecca Parker

The next meeting will be held on Thursday, February 03, 2005, at the Central Library.
--

Attachment A

The PRAC Standing Committees 2004

Budget Committee

Tim Mick, Chair
Terry Minor
Dennis Harding
Earl Gee
Tim Russell
Jack Griffin

P& R Budget Liaison

Mike Golden
Lynell McClinton

Athletics Activities Committee

Bob Terrell, Chair
Terry Minor
Dennis Harding
Tim Russell
Tim Mick
Hadi YazdanPanah

P&R Athletics Activities Liaison

Phil Innis
Bill Carlson

Future Visions Committee

Ron Maxey, Chair
Bob Terrell
Lynn Crump
Earl Gee
Hadi YazdanPanah

P& R Future Vision Liaison

Phil Innis
Bruce Dove

Greenways Advocacy Committee

Frank McDavid, Chair
Ron Maxey
Lynn Crump
Tim Russell

P&R Greenways Advocacy Liaison

Jennifer Wampler

Inactive/Retired Committees

Crowd Control - Completed work - Designed "Code of Ethics"
Park Structures - Completed work - New design for Concession/Restroom bldg.
Master Plan - Completed work - Parks & Recreation Master Plan complete
National Background Check Sub-Committee Retired 1/6/05